

# **ASSOCIATE BUSINESS MANAGEMENT ANALYST**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** June 25, 2001 – June 27, 2001

**Collective Bargaining Identification:** R01

**Job Analysis Conducted By:** Mary Sue Bautista, Staff Services Manager I  
Migdalia Siaca, Staff Services Analyst

**Number of Incumbents:** Per Department of Corrections Filled/Vacant Position Report dated May 31, 2001 there are 14 incumbents in this classification.

**Subject Matter Expert(s):**

Nica Merchant	Staff Services Manager I, Parole and Community Services Division-Parole Region 1 Headquarters
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Victoria Patungan-Eberle	Staff Services Manager I, Parole and Community Services Division Headquarters
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The above subject matter experts remained the same during the entire job analysis process.

**INFORMATION GATHERING**  
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The initial list of task statements and knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the:

- Personnel Examining Section History File
- Personnel Operations Analyst's File
- Other state government websites: Arizona (WRIPAC member), Ohio, Washington
- Duty statements for the Paroles Division
- Various job opportunity bulletins for CDC and other State departments